

COVER LETTER

HARRY S. TRUMAN PROJECT

RT. 2, BOX 29A

WARSAW, MISSOURI 65355

TO: _____ (completed by quoter)

RE: Past Performance Questionnaire

Solicitation #W912DQ-04-T-0017

The U.S. Army Corps of Engineers is soliciting quotes for Park Attendant services for Berry Bend Equestrian Public Use Area, Harry S. Truman Lake near Warsaw, Missouri. We have requested offerors interested in submitting quotes for these services send this letter along with the enclosed questionnaire to three references for past and/or present contracts/performance relevant to the services required by this solicitation.

We request and appreciate your assistance in completing the questionnaire, so that we may evaluate the offerors past performance. Please provide any comments or additional information you deem relevant or important. **At no time during the evaluation process or after award will your comments be revealed to the offeror.**

Please complete and submit the questionnaire ASAP, mail, or fax to:

NAME: MARGIE SLAVENS, Rt. 2, Box 29A, Warsaw, MO 65355

E-MAIL ADDRESS: MARGIE.A.SLAVENS@NWK02.USACE.ARMY.MIL

TELEPHONE: (660) 438-7317, EXT. 1215

FAX NUMBER: (660) 438-7815

Thank you in advance for your assistance in making this a **Best Value Procurement**.

Past Performance Questionnaire

RFQ#: W912DQ-04-T-0017 _____

Relationship to Quoter: _____

Description of Work Performed: _____

Quoter/Company Name: _____

Location of Service: _____ Dates: _____

Contract Number(s) If a federal government contract: _____

1. Quality of Services:

How would you rate the quality of the quoter's performance?

Excellent ____ Above Average ____ Average ____ Below Average ____ Unsatisfactory ____

Comment:

2. Timeliness of Quoter's Performance:

Was the quoter reliable and were contract/job requirements completed timely?

Excellent ____ Above Average ____ Average ____ Below Average ____ Unsatisfactory ____

Comment:

3. Customer Satisfaction:

How would you rate the quoter's performance in the area of conflict resolution and customer satisfaction?

Excellent ____ Above Average ____ Average ____ Below Average ____ Unsatisfactory ____

Give examples:

4. Administrative/Managerial Skills:

How would you rate the quality of the quoter's administrative and computer skills?

Give examples of administrative skills:

List any type of operating system and software that the quoter is knowledgeable of:

5. Would you hire the quoter again?

Yes _____ No _____

Comment:

YOUR NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

TELEPHONE (AREA CODE): _____

FAX: _____

E-MAIL ADDRESS: _____